



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MAR 24 2005

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/LG
4375 Chidlaw Road, Rm A-135
Wright-Patterson AFB OH 45433-5006

SUBJECT: Policy Memorandum on Implementation of AFMCM 21-1 Revision

1. The purpose of this memo is to provide interim changes to AFMCM 21-1, Air Force Materiel Command Technical Order (TO) System Procedures. Please ensure your personnel are aware of these procedural changes:

a. Controlling Distribution of TOs, Paragraph 1.5.6, AFMCMAN 21-1.

As part of our ongoing efforts to ensure proper distribution controls on TOs, we have made a few adjustments to this paragraph. We have reduced the number of distribution situations that mandate TO managers review requisitions for TOs, and have allowed TO managers more flexibility in applying automatic controls available in JCALS (sponsor approval) to other TOs they manage. We have not relieved TO managers of responsibility for controlling distribution. Local supplements must document rationale and control procedures when TO managers elect not to employ sponsor approval. Attachments 1 and 2 contain the revised paragraph 1.5.6 and additional guidance on controlling TO distribution.

b. Providing Digital TO files to the Air Force Archives, Paragraph 2.2.6.1.3.

In order to free up space in the Air Force archive, TO managers may now send digital files, including viewing software if required, to the Air Force archive in lieu of sending a paper copy. However, due to infrastructure limitations at the archive, send the files on CD-ROM or DVD only.

2. Please direct any AFMCMAN 21-1 questions to Mr. Roy Hays, HQ AFMC/LGYE, af.topp@wpafb.af.mil, DSN 674-0887.

EDWARD C. KOENIG, III
Deputy Director for Supply
Directorate of Logistics and Sustainment

Attachments:

1. Paragraph 1.5.6
2. STINFO Guidance

cc:

AAC/EN

ENL

AFMETCAL Det 1/MLLW

AFSAC/IAS

IAD

ASC/PML

DFSG/SBT

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Attachment 1, Paragraph 1.5.6. Controlling Distribution of Technical Orders

1.5.6. Controlling Distribution of Technical Orders. TO Managers must control the distribution of TOs to eligible recipients IAW DOD 5200.1-R/AFI 31-401, AFI 61-204, and for reasons specified in AFI 21-303 and this manual. Many distribution limitations require use of the JCALS "Prop. Approval Req." (also known as "sponsor approval") process outlined below.

1.5.6.1. JCALS Proponent Approval Process. Use the JCALS "Add a Pub Stock Number" screen to set the "Prop. Approval Req." (sponsor approval) flag to "Yes" on all TOs for which initial subscription and distribution requests must be reviewed and approved prior to issue. These sponsor approval required TOs include Classified TOs; TOs with no distribution statements or distribution statement "F"; TOs containing "Proprietary" data; specialized publications (e.g., JNWPS, EOD, etc.); and commercial manual TOs with limited reproduction/distribution rights. Proprietary data may be automatically approved for release to F*xxxx TO Accounts, but may only be released to the contractor account owning the proprietary rights. The TO Manager, in conjunction with the TCM, will determine the need to screen other unclassified TOs. Orders for TO quantities in excess of the "Maximum Issue Quantity" (MIQ) automatically require sponsor approval.

1.5.6.2. Export Controlled TOs. The TO Manager, in conjunction with the TCM, will determine if any TOs containing export controlled data (DODD 5230.24 & AFI 61-204) require sponsor approval to satisfy the distribution control requirements of AFI 61-204. In general, export controlled TOs may be released to all F*xxxx and E*xxxx accounts. FMS (D*xxxx) accounts must request TOs through the SATODS and have Foreign Disclosure Office (FDO) approval prior to release for initial subscription or requisition. AFMC Centers will document local procedures for controlling the distribution of export controlled data in a supplement to this manual.

Attachment 2, STINFO Guidance for Technical Order Distribution Controls

I. PURPOSE: This paper provides additional guidance on controlling TO distribution IAW AFI 61-204, *Disseminating Scientific and Technical Information*, and AFMCMAN 21-1, *Air Force Materiel Command Technical Order System Procedures*.

II. TERMS:

NOTE: Items in italics and enclosed in parentheses were added to AFI 61-204 requirements to clarify their applicability to the TO System.

- **Controlling DoD Office:** DoD activity that sponsored the work that generated the technical data or the office that receives the data on behalf of a Government agency and has the responsibility for distributing the data to eligible recipients (AFI 61-204). (*For the TO System, this is the **Proponent Organization**, and is usually delegated to the **TO Manager**, in coordination with the **Equipment Specialist/Technical Content Manager**.)*
- **Primary Distribution:** Distribution of STINFO by the controlling DoD office. Includes initial distribution as well as any distribution during the life of the information made by the controlling or originating DoD office. (*In the TO System, this is distribution by the **TO Manager** to the **warehouse or digital repository**, and releases to the public under the **Freedom of Information Act (FOIA)**.)*
- **Secondary Distribution:** Distribution by anyone other than the controlling or originating DoD office. (*In the TO System, this is distribution from the **warehouse/repository** to the **TODO/TODA**, distribution to **sub-account libraries** and distribution/checkout from **libraries to end users**.)*

NOTE: Distribution statements apply to secondary distribution only; they do not apply to primary distribution from the controlling DoD office.

III. RESPONSIBILITIES (AFI 61-204):

- Air Force personnel who originate (*or acquire*) technical documents (*TOs, engineering drawings, etc.*) must mark them with proper distribution statements before disseminating them. This requirement applies to technical documents (*TOs, drawings, etc.*) even when they are in draft form.
- Air Force personnel who are responsible for (*have possession of*) technical documents (*TOs, engineering drawings, etc.*) must release documents only to requestors who fall within the bounds of the distribution statement (*are authorized to receive or view them*), have the appropriate need-to-know (for classified documents), and (for export-controlled data) are (*government military or civilian employees or are contractors*) certified with the Joint Certification Office (JCO) at the Defense Logistics Information Service (DLIS) (*have a DD Form 2345 on file*).

IV. PROCEDURES: TO Managers must control the distribution of TOs to eligible recipients IAW DOD 5200.1-R/AFI 31-401, AFI 61-204, and for reasons specified in AFI 21-303 and AFMCMAN 21-1. Many of these distribution situations require use of the JCALS "Prop. Approval Req." (AKA Sponsor Approval) feature as outlined below.

- Use the JCALS "Add a Pub Stock Number" screen to set the "Prop. Approval Req." (sponsor approval) flag to "Yes" on all TOs for which initial subscription and distribution requests must be reviewed and approved prior to issue.

- Mark TOs for Sponsor Approval (AFMCMAN 21-1, para 1.5.6, as modified) to control distribution of classified TOs; unclassified TOs with no distribution statement or distribution statement “F,” and distribution statement “B” and “E” TOs with a reason of “Proprietary.” Some specialized publications (e.g., JNWPS, EOD, etc.); and commercial manual TOs with limited reproduction/distribution rights are also controlled by sponsor approval.

NOTE: Sponsor Approval TOs containing proprietary information may be released to government TODO (F*xxxx) accounts without justification, but may only be released to the contractor account owning the proprietary rights.

- The TO Manager, in conjunction with the Technical Content Manager (TCM), will determine if other TOs they manage require sponsor approval.
- TOs containing Export Controlled data must have the warning notice from AFI 61-204, paragraph 2.2, entered on the title page.
- The TO Manager must ensure TODOs requesting TOs containing Export Controlled data are authorized to receive or view the data. TODOs/TODAs must ensure Library custodians and end users are authorized to use TOs containing Export Controlled data. AFI 61-204 requires:
 - In order to receive export-controlled technical data requestors must be (*U.S. government military or civilian employees, or be*) certified by the Joint Certification Office (JCO). [Address: Joint Certification Office, Defense Logistics Information Service (DLIS), Battle Creek, MI 49016-3412].
 - Under a bilateral agreement with Canada, U.S. and Canadian citizens and permanent residents may receive export-controlled technical data if the requestors are registered with the JCO.
 - (*TO Managers and TCMs*) may confirm a requestor’s status by reviewing the requestor’s certified DD Form 2345 or the Certified Contractor Access List (CCAL), which the JCO maintains on a web site at <http://www.dlis.dla.mil/jcp/>.

NOTE: *All contractors owning TODO accounts (E*xxxx) or managing TODO accounts for a government activity (F*xxxx) must have a valid DD Form 2345 on file IAW TO 00-5-1.*

- *FMS (D*xxxx) accounts must request TOs through the SATODS and have Foreign Disclosure Office (FDO) approval prior to release for initial subscription or requisition.*
 - Include the (*Dissemination*) notice at (AFI 61-204,) **Attachment 7** with any release of export-controlled technical data outside of the Department of Defense. Use one copy of the notice regardless of the number of documents included in the release.
- To remove the sponsor approval flag from a group of TOs, TO Managers may submit a JCALS Incident Report (IRTS).
- AFMC Centers will document local procedures for controlling the distribution of export controlled data in a Center supplement to AFMCMAN 21-1.